

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R398058

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1—Non-Sensitive <input type="checkbox"/> 2—Noncritical Sensitive <input type="checkbox"/> 3—Critical Sensitive <input type="checkbox"/> 4—Special Sensitive		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Park Ranger		GS		025		5	
e. Recommended by Supervisor or Initiating Office		Park Ranger		GS		0025		5	

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U. S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
Standard Position Description R398058  
Park Ranger Series, GS-025 HRCD-4, 12/97

Typed Name and Title of Official Taking Action Robb Morin Personnel Officer		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature Robb M. Morin		Date 4/22/98	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Full Performance Level \_\_\_\_\_

\_\_\_\_ Supervisor Copy  
\_\_\_\_ Employee copy  
\_\_\_\_ OPF(L) Copy  
\_\_\_\_ Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

## Park Ranger, GS-025-5

### A. Major Duties:

Incumbent serves as a Park Ranger on a National Wildlife Refuge, or Wetland Management District, assisting with the day to day operations and management of the station's public use program. Work is primarily directed towards providing the public with safe, accessible, and enjoyable wildlife dependent recreation including hunting, fishing, wildlife observation and photography, environmental education and interpretation.

#### Duties Includes:

- Carries out designated portions of inventories of recreation resources; collects and analyzes basic data and reports for use of higher grade employees.
- Collects designated fish and wildlife specimens for exhibits; develops material relating to a specific feature of the site to be interpreted and prepares drafts of interpretive talks or information leaflets.
- Presents talks to general public or school groups from previously prepared material; independently responds to most audience questions.
- Conducts tours for special interest groups.
- Searches published technical sources for information on designated topics and prepares summaries others on the staff.
- Prepares graphs and charts.
- Collects recreation user and entrance fees.
- Staffs information desks in Visitor Center or contact stations, providing interpretive, and orientation information to the public.
- Inspects public use facilities and trails and reports on, or remedies, obvious maintenance, health and safety deficiencies.

### B. Factors:

#### 1. Knowledge Required by the Position:

- Knowledge of the principles and techniques of biology, forestry, conservation, environment and natural resource management. In order to effectively convey biological subject matter to the public.
- Skill in oral communication to conduct tours and make presentations.
- Skill in presenting data and its analysis to write objective reports requiring a minimum of review and editing.
- Skill in mathematics to perform data analysis.

-- Skill in operating motorized vehicles.

2. Supervisory Controls:

The supervisor provides detailed instructions and close guidance and review before, during, and after performance of new or special assignments. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to supervisor who provides assistance in their resolution. As tasks recur, incumbent performs them with greater independence and less review.

3. Guidelines:

Detailed and directly applicable guidelines are available in the form of Station PublicUse Management Plans, Sign Plans, and other Service Manuals. Incumbent uses judgement to select appropriate guidelines from available guidelines.

4. Complexity:

Work consists of a variety of well-defined tasks designed to provide orientation and training in the methods and techniques of wildlife dependent recreation resource studies and in interpretive work on a wildlife refuge. Assignments are characterized by standard problems, a limited number of variables, and clearly specified objectives. Incumbent uses various interpretive skills depending on the individual equipment.

5. Scope and Effect:

The purpose of the work is to develop and coordinate the wildlife dependent recreation resources at a wildlife refuge while insuring the outdoor environment is protected and enhanced, and to communicate information on understanding, appreciation and enjoyment of refuge activities. Work affects the public image of the refuge, as well as of the Fish and Wildlife Service.

6. Personal Contacts:

Contacts are with co-workers, and public or school groups subject to coaching by a higher grade employee.

7. Purpose of Contacts:

Contacts are for receiving assignments or instructions, explaining well established policies and procedures, making slide presentations, conducting tours, etc.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven or rocky terrain; bending, crouching, stooping, stretching, reaching, lifting, or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The job requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in the Service Manual. Incumbent is required to obtain and properly wear uniform components within Class B and C.